



Clearwater County

Regular Council Meeting - 25 Feb 2020

Agenda

9:00 AM - Tuesday, February 25, 2020

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

Our Vision: Community, prosperity and natural beauty - connected.

Our Mission: Through proactive municipal leadership, we will invest innovatively to generate and support economic and population growth, to position Clearwater County for a sustainable, prosperous future.

	Page
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. ADOPTION OF MINUTES	
3.1. Regular Council Meeting - 11 Feb 2020 - Minutes - Pdf	3 - 8
4. PUBLIC WORKS	
4.1. Bylaw 1091-20, Special Tax on the Crimson Lake Cottage Subdivision - Pdf	9 - 14
5. EMERGENCY & LEGISLATIVE SERVICES	
5.1. Bylaw 1090/20 Improvement District No. 9 & Clearwater County Intermunicipal Collaboration Framework - Pdf	15 - 21
5.2. Bylaw 1077/20 Red Deer County & Clearwater County Intermunicipal Collaboration Framework Approval & Intermunicipal Development Plan Exemption - Pdf	22 - 31
6. CAO OFFICE	
6.1. Draft Revisions to Policy HR-1009 'Employee Recognition' - Pdf	32 - 40
7. REPORTS	
7.1. CAO's Report	
7.2. Public Works Report	
7.3. Councillor Reports	
7.4. Councillor Remuneration - January 2020	41 - 45
8. CLOSED SESSION*	
* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act	
8.1. Land Acquisition; FOIP s.16 Disclosure Harmful to Third Party Interest	
8.2. DRAFT Regional Fire Services Agreement; FOIP s.24 Advice From Officials	
8.3. 2019/2020 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations	

9. ADJOURNMENT



MINUTES

Regular Council Meeting

9:00 AM - Tuesday, February 11, 2020

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House,
AB

COUNCIL PRESENT: Reeve Timothy Hoven
Councillor Cammie Laird
Councillor Daryl Lougheed
Councillor John Vandermeer
Councillor Theresa Laing
Councillor Michelle Swanson

COUNCIL ABSENT: Councillor Jim Duncan

ADMINISTRATION PRESENT: Chief Administrative Officer - Rick Emmons
Director, Corporate Services - Murray Hagan
Finance Manager - Rhonda Serhan
Recording Secretary - Amber Williams
Administrative Assistant – Whitney Wedman
Director, Public Works Operations - Kurt Magnus
Director, Agriculture & Community Services - Matt Martinson
Director, Public Works Infrastructure - Erik Hansen
Communications Coordinator - Djurdjica Tusic
Director, Emergency & Legislative Services - Christine Heggart
Director, Planning & Development - Keith McCrae
Senior Planner - José Reyes
Senior Planner - Kim Gilham
Planner - Dustin Bisson
Fire Chief - Steve Debiegne
Systems Administrator - Mike Bell
IT Manager - Cam McDonald
Public Works Civil Engineer Intern - Monica Purewal

DELEGATES: Barry McQueen - Kinsmen Club
Jessica Szewczuk - Metrix Group LLP

MEDIA:

1 CALL TO ORDER

Reeve Hoven called the meeting to order at 9:03 am.

2 ADOPTION OF AGENDA

2.1 Adoption of the February 11, 2020 Regular Meeting Agenda

RES-57-2020 Motion by Councillor Michelle Swanson that the February 11, 2020, Regular Meeting Agenda be adopted as circulated.
CARRIED

3 ADOPTION OF MINUTES

3.1 Regular Council Meeting January 28, 2020, Minutes

RES-58-2020 Motion by Councillor Theresa Laing that the January 28, 2020, Regular Meeting Minutes are adopted as circulated.
CARRIED

3.2 Special Council Meeting January 30, 2020, Minutes

RES-59-2020 Motion by Councillor Cammie Laird that the January 30, 2020, Special Council Meeting Minutes are adopted as circulated.
CARRIED

4 DELEGATION/PRESENTATION

4.1 9:00 am - Barry McQueen, Past National President and Life Member, Kin Canada

RES-60-2020 Motion by Councillor John Vandermeer that Council provides the Rocky Mountain House Kin Clubs (Kinsmen and Kinettes) with a Certificate of Recognition in appreciation of community service and, in celebration of Kin Canada's 100 Anniversary on February 20, 2020.
CARRIED

5 CORPORATE SERVICES

5.1 Results of Enterprise Resource Planning (ERP) System Review

RES-61-2020 Motion by Councillor John Vandermeer that Council receives the [November 25, 2019 Clearwater County Business Needs Assessment and Enterprise Resource Planning \(ERP\) Feasibility Report](#), as presented by Metrix Group LLP, for information; and, that Council directs Administration to issue a Request For Proposal (RFP) with respect to replacing Clearwater County's existing Enterprise Resource Planning (ERP) System.
CARRIED

Reeve Hoven recessed the meeting at 9:50 am.

Reeve Hoven reconvened the meeting at 10:01 am.

6 PLANNING & DEVELOPMENT

6.1 First Reading of Bylaw 1083/20 Clearwater County to amend Land Use Bylaw 714/01.

RES-62-2020 Motion by Councillor Cammie Laird that Council grants First reading of Bylaw 1083/20 for the purpose of regulating and controlling the use and development of land and buildings in Clearwater County and proceed to a public hearing.

CARRIED

6.2 First Reading of Bylaw 1076/20 for Application No. 01/20 to amend Land Use Bylaw 714/01.

RES-63-2020 Motion by Councillor Michelle Swanson that Council consider granting first reading of Bylaw 1076/20 to redesignate +/- 27.4 acres of Lot 1, Block 6, Plan 8122203 from the Manufactured Home Park District 'MHP'/Hamlet Residential District 'HR' to the Institutional District 'P' and proceed to a public hearing.

CARRIED

7 EMERGENCY & LEGISLATIVE SERVICES

7.1 Improvement District No. 12 & Clearwater County Intermunicipal Collaborative Framework Bylaw 1084/20

RES-64-2020 Motion by Councillor Daryl Lougheed that Council grants first reading of Bylaw 1084/20 to adopt the Improvement District No. 12 and Clearwater County Intermunicipal Collaboration Framework.

CARRIED

RES-65-2020 Motion by Councillor John Vandermeer that Council grants second reading of Bylaw 1084/20 to adopt the Improvement District No. 12 and Clearwater County Intermunicipal Collaboration Framework.

CARRIED

RES-66-2020 Motion by Councillor Michelle Swanson that Council grants permission for third reading of Bylaw 1084/20 to adopt the Improvement District No. 12 and Clearwater County Intermunicipal Collaboration Framework.

CARRIED

RES-67-2020 Motion by Councillor Theresa Laing that Council grants third reading of Bylaw 1084/20 to adopt the Improvement District No. 12 and Clearwater County Intermunicipal Collaboration Framework.

CARRIED

7.2 Bylaw 1087/20 Yellowhead County - Clearwater County Intermunicipal Collaboration Framework (ICF)

RES-68-2020 Motion by Councillor Cammie Laird that Council grants first reading of Bylaw 1087/20 to adopt the Yellowhead County and Clearwater County Intermunicipal Collaboration Framework (ICF).

CARRIED

RES-69-2020 Motion by Councillor John Vandermeer that Council grants second reading of Bylaw 1087/20 to adopt the Yellowhead County and Clearwater County Intermunicipal Collaboration Framework (ICF).
CARRIED

RES-70-2020 Motion by Councillor Theresa Laing that Council grants permission for third reading of Bylaw 1087/20 to adopt the Yellowhead County and Clearwater County Intermunicipal Collaboration Framework (ICF).
CARRIED

RES-71-2020 Motion by Councillor Daryl Lougheed that Council grants third reading of Bylaw 1087/20 to adopt the Yellowhead County and Clearwater County Intermunicipal Collaboration Framework (ICF).
CARRIED

8 CAO OFFICE

8.1 2020 Alberta Community Partnership Grant

RES-72-2020 Motion by Councillor Cammie Laird that Council endorses Clearwater County's 2020 Alberta Community Partnership application in partnership with the Village of Caroline, for a 'Municipal Restructuring - Restructuring Study Stream' Grant.
CARRIED

9 REPORTS

9.1 CAO's Report

RES-73-2020 Motion by Councillor Cammie Laird that Council authorizes all Councillors to attend the Chamber Lunch & Learn on February 13, 2020.
CARRIED

RES-74-2020 Motion by Councillor Theresa Laing that Council authorizes all Councillors to attend the Family & Community Support Services (FCSS) Poverty Simulation workshop on March 25, 2020.
CARRIED

RES-75-2020 Motion by Councillor Cammie Laird that Council directs Administration to draft a letter to Alberta Municipal Affairs regarding concerns with the local authority election process.
CARRIED

9.2 Public Works Report

9.3 Councillor Reports

Councillors Vandermeer, Laing, Swanson reported on meetings attended between January 29 and February 10, 2020.

RES-76-2020 Motion by Councillor Michelle Swanson that Council receives the February 11, 2020, CAO Report, Public Works Report and Councillors' Reports for information as presented.
CARRIED

Reeve Hoven recessed the meeting at 10:50 am.

Reeve Hoven reconvened the meeting at 11:00 am.

10 CLOSED SESSION*

* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act

10.1 DRAFT Correspondence; FOIP s.24 Advice From Officials

10.2 Leslieville Lands Conceptual Site Plan; FOIP s.24 Advice From Officials

10.3 Land Acquisition; FOIP s.16 Disclosure Harmful to Third Party Interest

10.4 2019/2020 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations

RES-77-2020 Motion by Councillor Michelle Swanson that Council goes into CLOSED SESSION for Item 10.1 2019/2020 DRAFT Correspondence; and, Item 10.2 Leslieville Lands Conceptual Site Plan; FOIP s.24 - Advice from Officials at 11:00 am.
CARRIED

RES-78-2020 Motion by Councillor Michelle Swanson that Council goes into OPEN SESSION at 12:03 pm.
CARRIED

Reeve Hoven recessed the meeting at 12:03 pm.

Reeve Hoven reconvened the meeting at 12:43 pm.

RES-79-2020 Motion by Councillor John Vandermeer that Council goes into CLOSED SESSION for Item 10.3 Land Acquisition; FOIP s.16 - Disclosure Harmful to Third Party Interest; and, Item 10.4 2019/2020 Intermunicipal Mediation Verbal Report; FOIP s.21 - Disclosure Harmful to Intergovernmental Relations 12:43 pm.
CARRIED

RES-80-2020 Motion by Councillor Michelle Swanson that Council goes into OPEN SESSION at 5:00 pm.
CARRIED

Reeve Hoven recessed the meeting at 5:00 pm.

Reeve Hoven reconvened the meeting at 5:01 pm.

RES-81-2020 Motion by Councillor Cammie Laird that Council authorizes Reeve Hoven to sign a letter to the Town of Rocky Mountain House Mayor requesting that the Town consider finalizing and adopting the draft Rocky Mountain House-Clearwater County Intermunicipal Collaboration Framework (ICF) prior to the March 31, 2020 ICF deadline.
CARRIED

RES-82-2020 Motion by Councillor John Vandermeer that Council directs Administration to amend the Leslieville Lands Conceptual Site & Contour Plan to include a phased grading plan.
CARRIED

RES-83-2020 Motion by Councillor Michelle Swanson that Council directs Administration to proceed with a Tender for Leslieville Lands site grading for Phase one (Leslieville Public Services Building) and for Phase two (Fire Training).
CARRIED

RES-84-2020 Motion by Councillor Daryl Lougheed that Council directs Administration to set a date for a public open house to provide the community with an update on the Leslieville project and gather input regarding the Leslieville Public Services Building and Leslieville Lands conceptual plan, and to advertise the open house in the local newspapers, Facebook, and the County website (open house meeting to be held in the coming weeks and prior to Council's regular meeting on March 10, 2020).
CARRIED

RES-85-2020 Motion by Councillor Theresa Laing that Council authorizes Administration to commence land negotiations.
CARRIED

11 ADJOURNMENT

RES-86-2020 Motion by Councillor John Vandermeer that the meeting adjourn at 5:07 pm.
CARRIED

Reeve

CAO



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Bylaw 1091/20, Special Tax on the Crimson Lake Cottage Subdivision
PRESENTATION DATE:	Tuesday, February 25, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Public Works Operations Katelyn Erickson, Surfaced Roads Supervisor Kurt Magnus, Director, Public Works Operations and Rick Emmons, Chief Administrative Officer
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Part 10, Division 5 of Municipal Government Act) <input checked="" type="checkbox"/> County Bylaw or Policy (Bylaw 1091/20)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Bylaw 1091-20 Special Tax Crimson Lake Cottage Association	

STAFF RECOMMENDATION:

That Council reviews this information and considers granting first, second, permission for third and, third reading to Bylaw 1091/20, known as the Special Tax on The Crimson Lake Cottage Subdivision.

BACKGROUND:

In April of 2017, the Crimson Lake Cottage Owners Association approached Clearwater County with a request to have 2 kilometers of road applied with SB-90 dust suppression. The condition of the road would not allow any more patchwork to be completed. As such, a new application of SB-90 dust suppression was applied in the summer of 2017.

At that time, the Crimson Lake Cottage Owners Association approached the County and requested payment be made via a Special Tax.

Thus, on June 27th, 2017, Council approved the reapplication of dust suppression to the Crimson Lake Cottage Road and to recover the cottage owner share by Special Tax. The levy would be collected over three years (2018,2019,2020), in the amount of \$94.94 per year/registered lot.

Part 10, Division 5 of the Municipal Government Act (MGA), authorizes Council to pass a special tax bylaw to raise revenue to pay for one of the specified services or purposes (identified in section 382(1)) with respect to property in an area of the municipality that will benefit from the service or purpose. A bylaw to impose a tax levy is required in each year of the levy and attached for Council's consideration is Bylaw No. 1091/20 for the purpose of imposing the 2020 Special Tax.

BYLAW NO. 1091/20

A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, KNOWN AS THE 2020 SPECIAL TAX ON THE CRIMSON LAKE COTTAGE SUBDIVISION.

WHEREAS, Council of Clearwater County deems it desirable to introduce and impose a Special Tax in 2020 on the Crimson Lake Cottage Subdivision to recover a portion of the costs associated with providing dust suppression on the Crimson Lake Cottage Subdivision Road.

WHEREAS Section 382(1)(d) and Section 383(1) of the Municipal Government Act allows a Council to pass Bylaws for imposing a Special Tax to raise revenue to pay for a specific service or purpose that benefits a specific area of the Municipality.

AND WHEREAS, Section 347(1)(c) of the Municipal Government Act allows a Council to defer the collection of a tax when it considers it equitable to do so;

AND WHEREAS, attached Schedule "A" identifies the properties that will benefit from the application of a dust suppression program on the Crimson Lake Cottage Subdivision Road;

AND WHEREAS, the total portion of dust suppression measures costs to be levied on the benefiting properties has been determined by Council to be **\$25,350.00**, split over tax years 2018, 2019 and 2020.

NOW, THEREFORE, THE COUNCIL OF CLEARWATER COUNTY IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Crimson Lake Cottage Subdivision Road Special Tax Bylaw" and will be referred to herein as "this Bylaw".
2. The purpose of this Bylaw is to collect a reasonable share of the proposed dust suppression application costs from benefiting properties. Funds collected pursuant to this Bylaw will only be used for this purpose.
3. For the 2020 taxation year, the County will levy a Special Tax on all properties identified on the attached Schedule "A". The total amount levied by this Bylaw will be **\$8450.00**.
4. The County will distribute the Special Tax equally among all properties identified on attached Schedule "A". This distributed levy shall, for the second of three levies, equal **\$94.94** per property identified on attached Schedule "A".
5. The distributed levy made under this Bylaw will be collected in a similar manner to property taxes annually levied by the County. All penalty provisions applied to unpaid annual property taxes and arrears will be applied to unpaid levies made under this Bylaw.
6. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ A FIRST TIME IN COUNCIL this 25 day of February 2020.

READ A SECOND TIME IN COUNCIL this 25 day of February 2020.

PERMISSION FOR THIRD READING this 25 day of February 2020.

READ A THIRD TIME IN COUNCIL this 25 day of February 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

OWNER ROLL	RURAL ADDRESS	QTR	SECTION	TWP	RGE	MERIDIAN	LOT	BLOCK	PLAN
4008234001	3A CRIMSON LAKE DRIVE	NE	14	40	8	5	1	3	9020705
4008234002	3B CRIMSON LAKE DRIVE	NE	14	40	8	5	2	3	9020705
4008234003	3C CRIMSON LAKE DRIVE	NE	14	40	8	5	3	3	9020705
4008234004	3D CRIMSON LAKE DRIVE	NE	14	40	8	5	4	3	9020705
4008234005	3E CRIMSON LAKE DRIVE	NE	14	40	8	5	5	3	9020705
4008234006	3F CRIMSON LAKE DRIVE	NE	14	40	8	5	6	3	9020705
4008234007	3G CRIMSON LAKE DRIVE	NE	14	40	8	5	7	3	9020705
4008234008	3H CRIMSON LAKE DRIVE	NE	14	40	8	5	8	3	9020705
4008234009	3I CRIMSON LAKE DRIVE	NE	14	40	8	5	9	3	9020705
4008234010	3J CRIMSON LAKE DRIVE	NE	14	40	8	5	10	3	9020705
4008234011	4A CRIMSON LAKE DRIVE	NE	14	40	8	5	1	4	9020705
4008234012	4B CRIMSON LAKE DRIVE	NE	14	40	8	5	2	4	9020705
4008234013	4C CRIMSON LAKE DRIVE	NE	14	40	8	5	3	4	9020705
4008234014	4D CRIMSON LAKE DRIVE	NE	14	40	8	5	4	4	9020705
4008234015	4E CRIMSON LAKE DRIVE	NE	14	40	8	5	5	4	9020705
4008234016	4F CRIMSON LAKE DRIVE	NE	14	40	8	5	6	4	9020705
4008234017	4G CRIMSON LAKE DRIVE	NE	14	40	8	5	7	4	9020705
4008234018	4H CRIMSON LAKE DRIVE	NE	14	40	8	5	008	004	9020705
4008234019	4I CRIMSON LAKE DRIVE	NE	14	40	8	5	9A	4	9421207
4008234020	4J CRIMSON LAKE DRIVE	NE	14	40	8	5	10A	4	9421207
4008234021	5A CRIMSON LAKE DRIVE	SE	23	40	8	5	1	5	9020702
4008234022	5B CRIMSON LAKE DRIVE	SE	23	40	8	5	2	5	9020702
4008234023	5C CRIMSON LAKE DRIVE	SE	23	40	8	5	3	5	9020702
4008234024	5D CRIMSON LAKE DRIVE	SE	23	40	8	5	4	5	9020702
4008234025	5E CRIMSON LAKE DRIVE	SE	23	40	8	5	5	5	9020702
4008234026	5F CRIMSON LAKE DRIVE	SE	23	40	8	5	6	5	9020702
4008234027	5G CRIMSON LAKE DRIVE	SE	23	40	8	5	7	5	9020702
4008234028	5H CRIMSON LAKE DRIVE	SE	23	40	8	5	8	5	9020702
4008234029	5I CRIMSON LAKE DRIVE	SE	23	40	8	5	22	5	0929664
4008234030	5J CRIMSON LAKE DRIVE	SE	23	40	8	5	10	5	9020702
4008234031	5K CRIMSON LAKE DRIVE	SE	23	40	8	5	11	5	9020702
4008234032	5L CRIMSON LAKE DRIVE	SE	23	40	8	5	12	5	9020702
4008234033	5M CRIMSON LAKE DRIVE	SE	23	40	8	5	13	5	9020702
4008234034	5N CRIMSON LAKE DRIVE	SE	23	40	8	5	14	5	9020702
4008234035	5O CRIMSON LAKE DRIVE	SE	23	40	8	5	15	5	9020702
4008234036	5P CRIMSON LAKE DRIVE	SE	23	40	8	5	16	5	9020702
4008234037	5Q CRIMSON LAKE DRIVE	SE	23	40	8	5	17	5	9020702
4008234038	5R CRIMSON LAKE DRIVE	SE	23	40	8	5	18	5	9020702
4008234039	5S CRIMSON LAKE DRIVE	SE	23	40	8	5	19	5	9020702
4008234040	5T CRIMSON LAKE DRIVE	SE	23	40	8	5	20	5	9020702
4008234041	5U CRIMSON LAKE DRIVE	SE	23	40	8	5	21	5	9020702
4008234042	7A CRIMSON LAKE DRIVE	SW	23	40	8	5	1	7	9020702
4008234043	7B CRIMSON LAKE DRIVE	SW	23	40	8	5	2	7	9020702
4008234044	7C CRIMSON LAKE DRIVE	SW	23	40	8	5	3	7	9020702
4008234045	7D CRIMSON LAKE DRIVE	SW	23	40	8	5	4	7	9020702
4008234046	7E CRIMSON LAKE DRIVE	SW	23	40	8	5	5	7	9020702
4008234047	7F CRIMSON LAKE DRIVE	SW	23	40	8	5	6	7	9020702
4008234048	7G CRIMSON LAKE DRIVE	SW	23	40	8	5	7	7	9020702
4008234049	7H CRIMSON LAKE DRIVE	SW	23	40	8	5	8	7	9020702
4008234050	7I CRIMSON LAKE DRIVE	SW	23	40	8	5	9	7	9020702
4008234051	7J CRIMSON LAKE DRIVE	SW	23	40	8	5	10	7	9020702
4008234052	7K CRIMSON LAKE DRIVE	SW	23	40	8	5	11	7	9020702
4008234053	8A CRIMSON LAKE DRIVE	SW	23	40	8	5	1	8	9020703
4008234054	8B CRIMSON LAKE DRIVE	SW	23	40	8	5	2	8	9020703
4008234055	8C CRIMSON LAKE DRIVE	SW	23	40	8	5	3	8	9020703
4008234056	8D CRIMSON LAKE DRIVE	SW	23	40	8	5	4	8	9020703

4008234057	8E CRIMSON LAKE DRIVE	SW	23	40	8	5	5	8	9020703
4008234058	8F CRIMSON LAKE DRIVE	SW	23	40	8	5	6	8	9020703
4008234059	8G CRIMSON LAKE DRIVE	SW	23	40	8	5	7	8	9020703
4008234060	8H CRIMSON LAKE DRIVE	SW	23	40	8	5	8	8	9020703
4008234061	8I CRIMSON LAKE DRIVE	SW	23	40	8	5	9	8	9020703
4008234062	8J CRIMSON LAKE DRIVE	SW	23	40	8	5	10	8	9020703
4008234063	8K CRIMSON LAKE DRIVE	SW	23	40	8	5	11	8	9020703
4008234064	8L CRIMSON LAKE DRIVE	SW	23	40	8	5	12	8	9020703
4008234065	9A CRIMSON LAKE DRIVE	SW	23	40	8	5	1	9	9020703
4008234066	9B CRIMSON LAKE DRIVE	SW	23	40	8	5	14	9	0925403
4008234067	9C CRIMSON LAKE DRIVE	SW	23	40	8	5	13	9	0925403
4008234068	9D CRIMSON LAKE DRIVE	SW	23	40	8	5	4	9	9020703
4008234069	9E CRIMSON LAKE DRIVE	NW	23	40	8	5	5	9	9020703
4008234070	9F CRIMSON LAKE DRIVE	NW	23	40	8	5	6	9	9020703
4008234071	9G CRIMSON LAKE DRIVE	NW	23	40	8	5	7	9	9020703
4008234072	9H CRIMSON LAKE DRIVE	NW	23	40	8	5	8	9	9020703
4008234073	9I CRIMSON LAKE DRIVE	NW	23	40	8	5	9	9	9020703
4008234074	9J CRIMSON LAKE DRIVE	NW	23	40	8	5	10	9	9020703
4008234075	9K CRIMSON LAKE DRIVE	NW	23	40	8	5	11	9	9020703
4008234076	9L CRIMSON LAKE DRIVE	NW	23	40	8	5	12	9	9020703
4008234077	10A CRIMSON LAKE DRIVE	NW	23	40	8	5	1	10	9020704
4008234078	10B CRIMSON LAKE DRIVE	NW	23	40	8	5	2	10	9020704
4008234079	10C CRIMSON LAKE DRIVE	NW	23	40	8	5	3	10	9020704
4008234080	10D CRIMSON LAKE DRIVE	NW	23	40	8	5	4	10	9020704
4008234081	10E CRIMSON LAKE DRIVE	NW	23	40	8	5	5	10	9020704
4008234082	10F CRIMSON LAKE DRIVE	NW	23	40	8	5	6	10	9020704
4008234083	11A CRIMSON LAKE DRIVE	NW	23	40	8	5	1	11	9020704
4008234084	11B CRIMSON LAKE DRIVE	NW	23	40	8	5	2	11	9020704
4008234085	11C CRIMSON LAKE DRIVE	NW	23	40	8	5	3	11	9020704
4008234086	11D CRIMSON LAKE DRIVE	NW	23	40	8	5	4	11	9020704
4008234087	11E CRIMSON LAKE DRIVE	NW	23	40	8	5	5	11	9020704
4008234088	11F CRIMSON LAKE DRIVE	NW	23	40	8	5	6	11	9020704
4008234089	11G CRIMSON LAKE DRIVE	NW	23	40	8	5	7	11	9020704



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Bylaw 1090/20 Improvement District No. 9 & Clearwater County Intermunicipal Collaboration Framework
PRESENTATION DATE:	Tuesday, February 25, 2020
DEPARTMENT: WRITTEN BY: REVIEWED BY:	Emergency & Legislative Services Christine Heggart, Director Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA s. 708.28 & 631) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
ICF Clearwater and ID9 1090-20 ICF ID9 CWC Bylaw	

STAFF RECOMMENDATION:

1. That Council reviews and considers granting first, second, permission for third and third reading of Bylaw 1090/20 to adopt the Improvement District No. 9 and Clearwater County Intermunicipal Collaboration Framework.

BACKGROUND:

Attached for Council's consideration is a draft of the Improvement District No. 9 - Clearwater County Intermunicipal Collaboration Framework (ICF) and associated bylaw to adopt the ICF.

As Council will recall Clearwater County and ID 9 received a Ministerial exemption from the requirements of an IDP, prior to the amendments of IDP requirements in province's Bill 25 the *Red Tape Reduction Implementation Act*.

Intermunicipal Collaboration Framework
Between
Clearwater County
(hereinafter referred to as “the County”)
And
Improvement District No. 9
(hereinafter referred to as “ID 9”)

WHEREAS the County and ID 9 (the “parties”) share a common border; and

AND WHEREAS the parties share common interests and are desirous of working together to provide services to their ratepayers, where there are reasonable and logical opportunities to do so;

AND WHEREAS, the Municipal Government Act stipulates that municipalities that have a common boundary must create a framework with each other to:

- provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
- steward scarce resources efficiently in providing local services; and
- ensure municipalities contribute funding to services that benefit their residents;

NOW THEREFORE, by mutual covenant of the parties, it is agreed as follows:

A. DEFINITIONS

1. In this Agreement
 - a. “Framework” means the Intermunicipal Collaboration Framework between the County and ID 9, as required under Part 17.2 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta.
 - b. “Services” means those services that both parties must address within the Framework, which are:
 - i. transportation
 - ii. water and wastewater
 - iii. solid waste
 - iv. emergency services
 - v. recreation
 - vi. any other services that might benefit residents in both municipalities.

c. "Year" means the calendar year beginning on January 1st and ending on December 31st.

B. TERM AND REVIEW

1. In accordance with the Municipal Government Act, this Framework is a permanent Agreement and shall come into force on final passing of the bylaws by both parties.
2. This Framework may be amended by mutual consent of both parties unless specified otherwise in this Agreement.
3. It is agreed that the parties shall review the terms and conditions of the Framework at least once every five years.

C. INTERMUNICIPAL COOPERATION

1. The parties agree to assign their Chief Administrative Officers (CAO's) to maintain communications pursuant this Framework, to develop recommendations on all matters, and for forwarding all recommendations to their respective Councils.
2. Meetings of the CAO's can be called by either party to this Framework, by serving written notice on the other party, advising the reason for requesting a meeting and providing options for meeting dates. The parties shall jointly determine a meeting date, which shall be held within thirty (30) days of the written notice being served.

D. MUNICIPAL SERVICES

1. The parties agree that each municipality will provide the following services independently for their residents:

Clearwater County

- Transportation
- Water and Wastewater
- Solid Waste
- Emergency Services
- Recreation

Improvement District No. 9

- Transportation
- Emergency Services
- Recreation

E. INTERMUNICIPAL SERVICES

1. Due to the geographic size of the respective municipalities, and the fact that the regions boarding the municipalities consists wholly of crown lands, the County and ID 9 have not previously partnered to provide services jointly.
 - a. Transportation:
The parties provide transportation independently.
 - b. Water and Wastewater:
The County provides water and wastewater services in some of its hamlets. ID9 is not responsible for water nor wastewater.

c. Solid Waste:

The County through a regional partnership provides solid waste services to its residents. ID 9 is not responsible for solid waste services.

d. Emergency Services:

Emergency services are provided independently.

e. Recreation:

Recreation services are provided independently.

F. FUTURE PROJECTS & AGREEMENTS

1. In the event either party initiates the development of a new project and/or service that would benefit from a cost-sharing agreement, the initiating municipality's CAO will notify the other municipality's CAO, providing the rationale as to why that project/service has a benefit to both parties.
2. Once either party has received written notice of a new project/service, a meeting must be held within thirty (30) calendar days of the date the written notice was received, unless both CAO's agree otherwise.
3. The CAO's will address and develop future mutual aid agreements and/or cost sharing Frameworks. In the event the CAO's are unable to reach an agreement, the dispute shall be addressed through the procedure outlined within Section H of this Framework.

G. INDEMNITY

1. The parties shall indemnify and hold harmless each other, including their employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of either party, its employees or agents in the performance of this Framework.

H. DISPUTE RESOLUTION

1. In the event the CAOs are unable to resolve a dispute, the parties will follow the process outlined in the Model Default Dispute Resolution Provisions in the Intermunicipal Collaboration Framework Regulation, being Alberta Regulation AR 191/2017, as amended or replaced from time to time.

I. OTHER PROVISIONS

1. **Further Assurances.** The parties covenant and agree to do such things and execute such further documents, agreements and assurances as may be reasonably necessary or advisable from time to time to carry out the terms and conditions of this Framework and/or any of its sub-agreements in accordance with their true intent.
2. **Assignment of Framework.** Neither party will assign its interest in this Framework.

3. **Notices.** Any notice required to be given hereunder by either party will be deemed to have been well and sufficiently given if it is emailed from one CAO to the other or delivered personally or mailed to the address of the party for whom it is intended.
4. **Entire Framework.** This Framework and any attached sub-agreements thereto constitute the entire Framework between the parties relating to the subject matter contained within them and supersedes all prior understandings, negotiations and discussions, whether oral or written, of the parties in relation to that subject matter. There are no warranties, representations or other agreements among the parties in connection with the subject matter of the Framework except as specifically set forth within it.
5. **Unenforceable Terms.** If any clause in this Framework and any attached sub-agreements thereto is found to be invalid, it shall be severed from the remainder of this Framework and shall not invalidate the whole Framework.
6. **Amendments.** This Framework and any attached sub-agreements thereto may only be altered or amended when any such changes are put in writing and signed by both parties. (See also Section B of this Framework).
7. **Remedies Not Exclusive.** No remedy herein conferred upon either party is intended to be exclusive of any other remedy available to that party but each remedy will be cumulative and will be in addition to every other remedy given hereunder or now or hereafter existing by law or in equity or by statute.
8. **No Waiver.** No consent or waiver, expressed or implied, by either party to any breach or default by the other party, in the performance of their obligations hereunder will be deemed or construed to be a consent or waiver to any other breach or default in the performance of obligations hereunder by that party. Failure on the part of either party to complain of any act or failure to act of the other party or to declare such party in default, irrespective of how long such failure continues, will not constitute a waiver by the party of its rights hereunder.
9. **Counterparts.** This Framework and any attached sub-agreements thereto may be executed in several counterparts each of which when so executed, will be deemed to be an original. Such counterparts will constitute the one and same instrument as of their Effective Date.
10. **Governing Law.** This Framework will be exclusively governed by and construed in accordance with the laws of the Province of Alberta.
11. **Time.** Time will be of the essence for this Framework.
12. **Binding Nature.** This Framework will be binding upon the parties and their respective successors and permitted assigns.

I. CORRESPONDENCE

1. Written notice under this Framework shall be addressed as follows:
 - a. In the case of Clearwater County, to:
Clearwater County

c/o Chief Administrative Officer
Box 550, 4340 47 Avenue, Rocky Mountain House, Alberta T4T 2A2

- b. In the case of Improvement District No. 9, to:
Improvement District No. 9
c/o Chief Administrative Officer
103 Village Road, Lake Louise, Alberta, T0L 1E0

IN WITNESS WHEREOF the parties have hereunto executed this Framework under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this ___ day of _____, 2020 in _____, Alberta.

CLEARWATER COUNTY

IMPROVEMENT DISTRICT NO. 9

Per:

Per:

Tim Hove, Reeve

Dave Schebek, Chair

Rick Emmons, C.A.O.

Danielle Morine, C.A.O.

BYLAW NO. 1090/20

BEING A BYLAW TO ADOPT THE IMPROVEMENT DISTRICT No. 9 AND COUNTY - CLEARWATER COUNTY INTERMUNICIPAL COLLABORATION FRAMEWORK

WHEREAS, pursuant to Part 17.2 of the Municipal Government Act, Chapter M-26, RSA 2000 [hereinafter referred to as "the Act"], municipalities that have common boundaries must, by adopting matching bylaws, create an intermunicipal collaboration framework [hereinafter may be referred to as "ICF"] with each other; and

WHEREAS, the purpose of an ICF is to:

1. provide for the integrated and strategic planning, delivery and funding of intermunicipal services,
2. to steward scarce resources efficiently in providing local service, and
3. to ensure municipalities contribute funding to services that benefit their residents; and

WHEREAS, subject to the regulations under the Act, a reference in Part 17.2 to a municipality includes an improvement district;

AND WHEREAS Improvement District No. 9 [hereinafter may be referred to as "I.D. No. 9"] and Clearwater County [hereinafter may be referred to as "the County"] share a common boundary;

NOW THEREFORE, the Council for the County, hereby enacts as follows:

Section 1.0 Title

This Bylaw may be cited as Improvement District No. 9 - Clearwater County Intermunicipal Collaboration Framework.

Section 2.0 Enactment

Schedule "A", which is attached to and forms part of this Bylaw, shall constitute the provisions of the ICF between the County and the I.D. No. 9, as may be amended from time to time.

Section 3.0 Effective Date

This Bylaw shall come into force and take effect at such time as it has received third reading, been signed in accordance with the Act, and the matching bylaw approved and been signed by I.D. No. 9.

READ a first time this ____ day of _____, 2020.

READ a second time this ____ day of _____, 2020.

READ a third time and finally passed this ____ day of _____, 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Bylaw 1077/20 Red Deer County & Clearwater County Intermunicipal Collaboration Framework Approval & Intermunicipal Development Plan Exemption
PRESENTATION DATE:	Tuesday, February 25, 2020
DEPARTMENT:	Emergency & Legislative Services
WRITTEN BY:	Christine Heggart, Director
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA s. 708.28 & 631) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
Red Deer County - Clearwater County ICF 1077-20 ICF RDC CWC Bylaw	

STAFF RECOMMENDATION:

1. That Council reviews and considers granting first, second, permission for third and third reading of Bylaw 1077/20 to adopt the Red Deer County and Clearwater County Intermunicipal Collaboration Framework.
2. That Council agrees, as per section 631(2) of the Municipal Government Act, that an Intermunicipal Development Plan is not required between Clearwater County and Red Deer County.

BACKGROUND:

Attached for Council's consideration is a draft of the Red Deer County- Clearwater County Intermunicipal Collaboration Framework (ICF).

As Council is aware, on December 5, 2019, Bill 25 the Red Tape Reduction Implementation Act received royal assent, with Bill 25 an Intermunicipal Development Plan (IDP) exemption is also now available to all municipalities by mutual agreement.

Administration included a proposed resolution for Council's consideration, to formerly indicate this mutual consent.



Intermunicipal Collaboration Framework

Between

Red Deer County

and

Clearwater County

February, 2020

WHEREAS, Red Deer County and Clearwater County share a common border; and

WHEREAS, Red Deer County and Clearwater County share common interests and are desirous of working together to provide services to their residents; and

WHEREAS, the Municipal Government Act stipulates that Municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each Municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, by mutual covenant of both Municipalities it is agreed as follows:

A. TERM AND REVIEW

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of a bylaw or resolution to adopt the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Intermunicipal Committee shall review at least once every four years, commencing no later than 2024, the terms and conditions of the agreement.

B. INTERMUNICIPAL COOPERATION

- 1) The Intermunicipal Committee composed of two elected officials, the Chief Administrative Officer and one other staff member from each municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

C. GENERAL TERMS

- 1) Both Municipalities agree that in consideration of the service agreements outlined in Section D(2) that residents of the Municipalities will be afforded the same services at the same costs, including user fees as Clearwater County residents for services provided by Red Deer County and Red Deer County residents for services provided by Clearwater County.

D. MUNICIPAL SERVICES

- 1) Both Municipalities have reviewed the services offered to residents. Based on the review it has been determined that each Municipality will continue to provide the following services to their residents independently:
 - a. Transportation

- b. Water and Wastewater
- c. Solid Waste
- d. Emergency Services
- e. Recreation
- f. Administrative Services
- g. Affordable Housing
- h. Municipal Administration
- i. Agricultural Services
- j. Animal Control
- k. Assessment Services
- l. Bylaw Enforcement
- m. Information Technology
- n. Pest Control
- o. Police Services
- p. Purchasing/Procurement Services
- q. Weed Inspection

2) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:

- a. Emergency Services
 - o The Municipalities have the following agreements in place to aid in the event of emergencies:
 - i. The Emergency Services Mutual Aid Agreement between Red Deer County and Clearwater County which was signed in December 2003. As a mutual aid agreement there is no managing partner. Cost sharing is done on a location basis with the Municipality responsible for the emergency paying the costs.
 - ii. Memorandum of Understanding between Red Deer County and Clearwater County for supporting jurisdictional membership of the Central Region All-Hazards Incident Management Team (CRAHIMT) was signed June 2019. Red Deer County is the lead jurisdiction for CRAHIMT and considered the managing partner. CRAHIMT is a provincially funded program, therefore no cost sharing is detailed within the agreement.
- b. Assessment Services
 - o The Municipalities, with additional partners, which include the Towns of Blackfalds, Carstairs, Didsbury, Eckville, Innisfail, Penhold, Ponoka, Rimbey, Rocky Mountain House, Stettler, Sundre, Sylvan Lake the Villages of Alix, Caroline, Delburne, the Summer Villages of Birchcliff, Half Moon Bay, Jarvis Bay, Norglenwold, Sunbreaker Cove, Mountain View County and the City of Red Deer

and Lacombe, have entered into agreements via individual Bylaws (Bylaw 2011/29 Red Deer County and Bylaw 1138/2018 Clearwater County as amended from time to time) to become Partner Municipalities of the Regional Assessment Review Board. Both Bylaws came into effect April 10, 2018. The Managing Partner is the City of Red Deer. All Partner municipalities pay a membership fee, as well as any additional administration, board and legal fees associated with the processing of individual assessment complaints, to the Managing Partner on a cost recovery basis.

- 3) The Municipalities acknowledge that in addition to the shared service agreements in place between Clearwater County and Red Deer County, they each have independent agreements with other regional partners.
- 4) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

D. FUTURE PROJECTS & AGREEMENTS

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other party will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Intermunicipal Committee.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
 - a. Relationship of the proposed capital project to the Intermunicipal Development Plan, or any other regional long term planning document prepared by the Municipality;
 - b. The level of community support;
 - c. The nature of the project;
 - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
 - e. The projected operating costs for new capital projects;
 - f. Municipal debt limit; and,
 - g. Projected utilization by residents of both Municipalities.
- 4) Once either Municipality has received written notice of a new project, an Intermunicipal Committee meeting must be held within thirty (30) calendar days of

the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

- 5) The Intermunicipal Committee will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section E of this document.
- 6) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

D. DISPUTE RESOLUTION

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a. negotiation;
 - b. mediation; and
 - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite D(4), where an existing intermunicipal agreement has a binding dispute resolution process included in the agreement, the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A party shall give written notice (“Dispute Notice”) to the other party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Intermunicipal Committee shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed to by the CAOs. If the dispute

is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.

- 8) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 9) Either party shall be entitled to provide the other party with a written notice (“Mediation Notice”) specifying:
 - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
 - b. The nomination of an individual to act as the mediator.
- 10) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 11) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 12) In the event that:
 - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
 - b. The mediation is not completed within sixty (60) days after the appointment of the mediator; or
 - c. The dispute has not been resolved within ninety (90) days from the date of receipt of the Mediation Notice; either party may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 13) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other party with written notice (“Arbitration Notice”) specifying:
 - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - b. the nomination of an individual to act as the arbitrator.
- 14) The Arbitration Act (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.

E. CORRESPONDENCE

- 1) Written notice under this Agreement shall be addressed as follows:
- a. In the case of Red Deer County to:

**Red Deer County
c/o Chief Administrative Officer
Red Deer County Centre
38106 Range Rd 275
Red Deer County, AB T4S 2L9**

- b. In the case of Clearwater County to:

**Clearwater County
c/o Chief Administrative Officer
Clearwater County Administration Office
4340 – 47 Ave, Box 550
Rocky Mountain House, AB T4T 1A4**

- 2) In addition to E(1), notices may be sent by electronic mail to the Chief Administrative Officer.

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

CLEARWATER COUNTY

RED DEER COUNTY

Tim Hoven, Reeve

Jim Wood, Mayor

Rick Emmons, CAO

Curtis Herzberg, CAO

BYLAW NO. 1077/20

BEING A BYLAW TO ADOPT THE RED DEER COUNTY - CLEARWATER COUNTY INTERMUNICIPAL COLLABORATION FRAMEWORK

WHEREAS, the Council of Clearwater County is authorized under the Municipal Government Act, RSA 2000, Chapter M-26, as amended, to work collaboratively with neighbouring municipalities to ensure the efficient provision of municipal services for all residents; and

WHEREAS, Red Deer County and Clearwater County have worked collaboratively on the preparation of an intermunicipal collaboration framework between the two municipalities; and

WHEREAS, the Council of Clearwater County deems it desirable and appropriate to adopt the Red Deer County – Clearwater County Intermunicipal Collaboration Framework;

NOW THEREFORE, the Council of Clearwater County, duly assembled, enacts as follows:

That the document titled “Red Deer County - Clearwater County Intermunicipal Collaboration Framework” dated February 2020 as attached and forming part of this Bylaw be adopted;

and

That this Bylaw shall take effect upon the final passing thereof.

READ a first time this ____ day of _____, 2020.

READ a second time this ____ day of _____, 2020.

READ a third time and finally passed this ____ day of _____, 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Agenda Item Report

Regular Council Meeting

AIR Type:	Request for Decision
SUBJECT:	Draft Revisions to Policy HR-1009 'Employee Recognition'
PRESENTATION DATE:	Tuesday, February 25, 2020
DEPARTMENT:	CAO Office
WRITTEN BY:	Janice Anderson, Human Resources Manager
REVIEWED BY:	Rick Emmons, CAO
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation <input checked="" type="checkbox"/> County Bylaw or Policy (HR-1009)
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
HR-1009 Draft Policy Revision Employee Recognition HR-1009-01P Employee Recognition Procedure HR-1009-02P Fire Fighter Employee Recognition Procedure	

STAFF RECOMMENDATION:

That Council reviews draft revisions to Policy HR-1009 'Employee Recognition' and considers approving the policy as presented.

BACKGROUND:

Revisions to this policy (**red font**), as requested by Council include:

- a. That the Paid On Call Firefighter employees are unique and provide a unique service;
- b. That the Reeve and/or Deputy Reeve will be invited to attend all formal recognition ceremonies;
- c. That Council will be notified of all long service recognition recipients.



Employee Recognition Policy

Category: Administration – Human Resources

Policy No. HR-1009

Corresponding Procedure No. HR-1009-01P; HR-1009-02P

Approved: *Council decision date*

Resolution No.:

Effective Date:

Next Review Date: as needed

Supersedes Policy No. **Section 103 Fire Fighter Awards & Recognition**

POLICY STATEMENT:

The County appreciates employees for their performance and contributions of service to the organization, and recognize employee contributions to the community.

In particular, Council recognizes the uniqueness and service that Paid On Call Firefighter employees bring to the County, and accordingly, supports a formal program for them.

PURPOSE:

Employee recognition acknowledges employee actions, efforts, and performance. Employee recognition is an important component to a positive work culture and employee well-being.

PRINCIPLES:

1. Informal and formal employee recognition programs are meant to reinforce positive work conduct and service that contribute to organizational success.
2. A positive work culture aligns with County goals and values.
3. Appreciation and recognition of appreciation contributes to a positive work culture.
4. Formal Program – Long Service Recognition is subject to the annual budget review process.
5. *The Reeve and/or the Deputy Reeve will be invited to attend all formal recognition ceremonies for the Paid On Call firefighters and County employees.*
6. *Council will be notified of all long service recognition recipients.*

LEGISLATION:

- Provincial Act(s)
- Provincial Regulation(s)
- Council Resolution
- Other

Cross Reference:

Employee Recognition Procedures HR 1009 – 01P
Paid On Call Firefighter Recognition Procedures HR 1009-02P

Position Responsible for Policy:

CAO

Revision History

Version	Date of Change	Description
Original	July 23, 2019	Resolution 313/19
Revised	<i>Council presentation date</i>	Inclusion of Paid On Call Firefighter employees



Employee Recognition Procedures

Category: Administration – Human Resources

Procedure No. HR-1009-01P

Corresponding Policy No. HR-1009

Approved: July 23, 2019

Effective Date: December 15, 2019

Review Date: As needed.

Supersedes Procedure No. HR 1009 – 01P – July 23, 2019

OBJECTIVE:

Employee recognition is a combination of informal and formal programs at the County. It involves all staff. Recognition programs are geared to show employees that they matter, they are appreciated, and their contributions and service to the County are acknowledged.

DEFINITION:

Recognition of Service: means employment service. The period of time for which a person was on Clearwater County payroll and was paid as an Employee.

PROCEDURE:

1. Informal Programs

Recognition from peers and colleagues is beneficial to an employee's well-being [saying Thanks! or Great Job! or Glad I work with you!] goes a long way to promote our County community.

The County acknowledges and appreciates those employees who participate on the Social Committee and encourages employees to become involved with this group of staff.

Upon particular achievements or extraordinary efforts, Managers are encouraged to acknowledge contributions made by their staff and communicating through email and/or small get-togethers at coffee. These types of recognition events may include but are not limited to: completing certification of a specialized skill or safety training or post-secondary educational program; volunteerism recognition; a significant civic duty effort; aiding and assisting our ratepayers or community that exceeds standard job requirements.

Within work team or Departments, staff may decide to recognize and appreciate colleagues for a variety of reasons [e.g. Birthday, Anniversary, Sporting event/achievement, leaving the County because of resignation, relocation, or retirement].

2. Formal Program – Long Service Recognition

Upon attaining 5 (five) year milestones of permanent service, employees will receive a one-time compensatory amount in cheque format which will be presented by the Director on the employee’s anniversary date of employment:

5 Years:	\$100.00
10 years:	\$200.00
15 years:	\$300.00
20 years:	\$400.00
25 years:	\$500.00
30 years:	\$600.00
35 years:	\$700.00
40 years:	\$1000.00

NOTE: In accordance with Canada Revenue Agency, cash awards are taxable benefits.

Employees who have attained a category of long service recognition will receive a service pin.

3. Recognition of former Clearwater County Service

Seasonal who are hired to become Permanent employees.

For purposes of employee recognition and vacation leave entitlement, payroll will include prior Clearwater County employment:

- a) Each period of employment service that is less than 6 months duration will be credited at 6 months;
- b) Each period of employment service that exceeds 6 months plus 1 day will be credited at 12 months.

Temporary or Previous Permanent Employee who is hired back into a Permanent position.

For purposes of employee recognition and vacation leave entitlement, payroll will include prior Clearwater County employment for actual time previously worked.

3. Council notification

- a. Clearwater County Council will be notified of County employees who attain milestone years of service recognition.
- b. The Reeve and/or Deputy Reeve are to be notified of any formal recognition event in order that they may attend.

X

Rick Emmons
Chief Administrative Officer

LEGISLATION: <input type="checkbox"/> Provincial Act(s) <input type="checkbox"/> Provincial Regulation(s) <input type="checkbox"/> Council Resolution <input type="checkbox"/> Other	Cross Reference: ○	Position Responsible for Procedure: CAO Leadership Management
---	------------------------------	--

Revision History

Version	Date of Change	Description
Original	July 23, 2019	
Change	December 15, 2019 [monetary]	
Change	February 12, 2020	



Fire Fighter Awards and Recognition

Category: Administration – Human Resources

Procedure No. HR-1009-02P

Corresponding Policy No. HR-1009

Approved:

Effective Date:

Review Date: As needed.

Supersedes Procedure No: SOG 103 May 11, 2018; *last reviewed January 24, 2020*

OBJECTIVE:

Council recognizes that the County's Paid On Call firefighters are unique to the County and require their own formal recognition program. The goals of the Fire Fighter Awards and Recognition program, consider:

- a) To establish a standard of practice;
- b) To ensure uniformity for fire stations;
- c) To recognize community contributions and instill a sense of pride.

NOTE: In accordance with Canada Revenue Agency, cash awards are taxable benefits.

REQUIREMENTS and RESPONSIBILITIES:

- i) Awards and recognition will be provided to all Paid On Call personnel within one year of the respective service and/or upon availability from manufacturer.
- ii) Uniforms will be provided to all Paid On Call personnel within one year of employment and upon availability from manufacturer. The uniform is to be worn in accordance with CRFRS Standard Operating Guideline[s]. The recipient of a pin or medal [as per Section 1 or 2 of this procedure] will wear the same in accordance with the applicable Standard Operating Guideline.
- iii) The Battalion Chief is responsible to ensure their station's Paid On Call personnel documentation is complete and sent to the Fire Chief at least three [3] months' prior to the celebration event.
- iv) The Fire Chief will notify the C.A.O. and the C.A.O. will notify Council [see Section 3 of this procedure: Council notification] of an upcoming award, recognition, or retirement celebration event.

PROCEDURE:

1. Formal Program – Fire Service Recognition

Year of Service	Award	Recognition Gift
1	Service Pin	Stein
3	Service Pin	Stokes Belt Buckle
5	Service Pin and CRFRS Meritorious Service Medal	CRFRS Meritorious Medal
7	Service Pin	Clock
10	Service Pin	Shadow Box with crest and picture
12	Eligible for Provincial Service Medal	Alberta Emergency Services Nomination
15	Service Pin	Figurine
20	Service Pin	Watch
20	May be eligible for Federal Service Medal	Exemplary Service Nomination
25	Service Pin	Bronze Pike
30	Service Pin	Bronze Play Pipe
30+ years	Service Pin	Discretionary gift

2. Formal Program – Retirement from Fire Services

Upon retirement at:	Award	Recognition Gift
5 to 10 years	"Retired" flash for Class A uniform	Helmet
11 to 15 years	"Retired" flash for Class A uniform	Figurine
16 to 25 years	"Retired" flash for Class A uniform	Wooden plaque with Crest and Service dates
26 to 30 years	"Retired" flash for Class A uniform	Bronze axe with Crest
+ 30 years	"Retired" flash for Class A uniform	Discretionary gift

3. Chief Officers' Awards

The eligibility and delivery of these awards for meritorious service are defined in Appendix A.

4. Council notification

- a. Clearwater County Council will be notified of all formal award, recognition or retirement celebration event in honour of Paid On Call employees receiving such recognition.
- b. The Reeve and/or Deputy Reeve will be notified of any award, recognition or retirement celebration event in order that they may attend. Such notification is to be extended at least a minimum of one [1] months' advance notice [as practicable].

APPENDIX A – Chief Officers’ Recognition Awards

The criteria of these awards include, but is not limited to: overall performance, training, dedication and attitude.

Esprit de Corps	This award is presented to the Firefighter/Officer who has demonstrated the highest common spirit existing among the group, and who inspires enthusiasm, devotion, and a strong regard for the honor of Clearwater Regional Fire Rescue Services.
Outstanding Rookie Firefighter	This award is presented to the Firefighter who has shown dedication and commitment to training and personal development within their first 18 [eighteen] months of service.
Firefighter of the Year	This award is presented to the Firefighter who has displayed incredible dedication by attending to weekly training and emergency responses. This is the firefighter whom one counts on when the tones drop.
Officer of Distinction	This award is presented to the Officer who best exemplifies the selflessness, dedication and commitment to the Fire Service and the community.
Award of Merit	This award is presented to the Firefighter/Officer for meritorious action taken during routine emergency operations, when there is no risk to firefighter life. This award recognizes firefighters who have performed great acts of service in an outstanding, superior manner. Including the relevant citation.
Exemplary Service	This award is presented to the Firefighter/Officer who has displayed integrity and character and whom serves as a role model within Fire Services.
Most Improved Firefighter	This award is presented to the Firefighter/Officer who has overcome adversity, excelled during the year, and whose improvement has been noted by the instructors.

--	--

X

Rick Emmons
Chief Administrative Officer

LEGISLATION: <input type="checkbox"/> Provincial Act(s) <input type="checkbox"/> Provincial Regulation(s) <input type="checkbox"/> Council Resolution <input type="checkbox"/> Other	Cross Reference: ○	Position Responsible for Procedure: C.A.O. and/or Director, Legislative and Emergency Services
---	------------------------------	---

Revision History

Version	Date of Change	Description
Original	May 11, 2018	SOG 103 – Fire Fighter Awards & Recognition
Change	January 24, 2020	SOG 103
Change		

DRAFT



Councillor and Board Member 2020 Remuneration Statement

Name of Councillor / Board Member:	Jim Duncan
Date:	February 1, 2020
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	1116.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$174.00	Next 4 Hours \$137.00	Next 4 Hours \$137.00	Regular Council Meeting \$311.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Jan 6	Mediation	X	X				40
Jan 7	Mediation	X					40
Jan 8	FCSS	X					40
Jan 10	Central RMA Resolutions	X					0
Jan 14	Regular Council				X		40
Jan 20	Strategic Planning	X	X				40
Jan 21	Policies Workshop	X	X				40
Jan 21	Travel to ASB Conference			X			271
Jan 22	ASB Conference	X	X				0
Jan 23	ASB Conference	X	X				0
Jan 24	ASB Conference/Travel	X	X				271
Jan 28	Regular Council				X		40
Jan 29	Mediation	X	X	X			40
Jan 30	Bighorn Backcountry	X					20
Jan 30	Special Council Meeting		X				20

(more space on back of page)

Remuneration Calculation (for office use only)			
0	Meetings @ 94.00 =	0	
12	Meetings @ 174.00 =	2088.00	942
10	Meetings @ 137.00 =	1370.00	First 5000 Kms @ \$0.59 = 555.78
2	Meetings @ 311.00 =	622.00	Over 5000 Kms @ \$0.52 =
	Supervision =	1116.00	Lunch @ 16.00 =
	TOTAL =	5196.00	Christmas Ad < 155.70 >
			TOTAL = 400.08



Councillor and Board Member 2020 Remuneration Statement

Name of Councillor / Board Member:	Tim Hoven
Date:	1/31/2020
Signature (Councillor / Board Member):	

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$174.00	Next 4 Hours \$137.00	Next 4 Hours \$137.00	Regular Council Meeting \$311.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
1/6	SPOG	X					130
1/13	Caroline Library	X					68
1/14	Council				X		91
1/20	Strategic Planning	X	X				91
1/21	Workshop	X	X				91
	Caroline Ag Society			X			68
1/26	Meet with Deputy Reeve						91
1/27	Raven Fish Announcement	X					70.2
1/28	Council				X		91
1/29	Mayor's Prayer Breakfast	X					91
	Mediation Debrief						91
1/30	Special Council Meeting	X	X				91

(more space on back of page)

Remuneration Calculation (for office use only)							
0	Meetings @ 94.00 =	0		1064.20	First 5000 Kms @ \$0.59 =	627.88	
7	Meetings @ 174.00 =	1218.00		0	Over 5000 Kms @ \$0.53 =	0	
4	Meetings @ 137.00 =	548.00		0	Lunch @ 16.00 =	0	
2	Meetings @ 311.00 =	622.00			Christmas Ad =	<155.70>	
	Supervision =	2075.00					
TOTAL =		4463.00				TOTAL = 472.18	



Councillor and Board Member 2020 Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	Feb, 2020
Signature (Councillor / Board Member):	<i>C. Laird</i>

PAYMENT PERIOD

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$174.00	Next 4 Hours \$137.00	Next 4 Hours \$137.00	Regular Council Meeting \$311.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Jan 6	Mtg: Mediation @ RHM Christ. Cent. 11:30-18:00 Hrs.	1	1				28
Jan 7	Mtg: Mediation @ RHM Christ. Cent. 07:30-13:00 Hrs.	1					28
Jan 7	Attd: RCMP Pres. @ Caroline 18:15-21:30 Hrs.						82
Jan 8	Attd: Mtg. CCTA @ Arbutus Hall 19:00-22:00 Hrs.						30
Jan 9	Mtg: West Cent Stak. @ Leslieville 14:30-18:30 Hrs	1					24
Jan 12	Open House: Councillors Swanson & Laird @ Bingley Hall 13:30-17:00 Hrs.						14
Jan 14	Mtg: CC-C Reg. Council 08:30-16:30 Hrs.				1		26
Jan 17	Mtg: SDAB Hearing 09:00-16:30 Hrs.	1	1				26
Jan 20	Mtg: Stat. Plan. 08:30-16:30 Hrs.	1	1				26
Jan 21	Wksp: CC-C 08:30-16:30 Hrs.	1	1				26
Jan 22	* Mtg: RMH Sen Hs. @ WVL 08:30-11:00 Hrs.	1					28
Jan 22	Travel: To Edmonton 13:00-16:00 Hrs.		1			21.50	215
Jan 23	Mtg: Safety Codes Council 08:30-16:30 Hrs.	1	1				
Jan 23	Travel: From Edmonton 16:30-19:30 Hrs.			1		21.50	215
Jan 27	Attd: Raven Trout Hatchery RE: GOA Ann. 14:00-17:00 Hrs						26
Jan 28	Mtg: CC-C Reg. Council 08:30-16:30 Hrs.				1		26



10155 105th Street,
Edmonton, AB T5J 1E2
Tel: (780) 423 4811 Fax: (780) 423 3204

Ms Cammie sue LAIRD
0 Rr1 strn main
0
ROCKY MOUNTAIN HOUSE AB T4T 2A1
CANADA

Preview

2016

Invoice date 1/23/2020
Our reference CEP-FC762108 /
GST Number 10103 5467 RT0020

Guest **Ms Cammie sue LAIRD** Arrival **1/22/2020** Departure **1/23/2020** Room **2016**

Date	Description	Quantity	Unit Price	Total ()
1/22/2020	Room Charge	1	149.00	149.00
1/22/2020	GST Taxes	1	7.67	7.67
1/22/2020	Tourism Levy	1	6.14	6.14
1/22/2020	Destination Market Fee	1	4.47	4.47

Total invoice 167.28
Total Paid 0.00
Total Due 167.28

Total GST 7.67

**For Corporate Accounts please forward cheque payments to our Head Office address:
535 Thurlow Street, Suite 700, Vancouver, BC, V6V 3L2**

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144